

Executive for Inspection and Security  
Assistant  
Chief, Budget and Finance Branch

4 October 1948

Retention of microfilm copies of salary checks by Disbursing Officer

1. A representative of the Chief Disbursing Officer, Division of Disbursement, Treasury Department has indicated the desire of the Division of Disbursement to effect certain changes in the procedure which has heretofore been followed in the processing of CIA payrolls and salary checks in order to permit the Treasury Disbursing Office to follow a consistent and uninterrupted mechanized system of handling certain required records. The procedure which has been followed in the past is briefly outlined in a letter from the Executive for Administration and Management to the Chief Disbursing Officer on 13 October 1947, a copy of which was furnished your office.
2. In order to eliminate a very large amount of filing space and to permit the more expeditious preparation of records pertaining to the various types of checks issued by the Division of Disbursement, Treasury Department, the Disbursing Officer has decided after a period of experimental operations that it is definitely to their advantage to have all checks issued by the Disbursing Officer microfilmed for retention for a period of years. The microfilm copies would be retained in lieu of so-called "check lists" previously retained by the Disbursing Officer. These check lists do not show the name of the individual to whom the check has been issued. However, a list of "check copies" have been prepared in accordance with normal procedure for transmission to the General Accounting Office. With respect to the CIA payrolls, these check copies have been returned to the Budget and Finance Branch for retention in accordance with the special procedures developed in cooperation with the Treasury Department and the General Accounting Office.
3. Under the system which the Disbursing Office wishes to use in the future, the "check copies" would be prepared in the same manner as heretofore and forwarded to the Budget and Finance Branch with the checks and the original payroll list. However, there would be retained in the Division of Disbursement.

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4. The microfilming of these checks would pertain only to those employees applicable to the vouchered payrolls of this Agency since

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together with the fact that a grouping of such microfilm copies would be available. However, even in this latter case, it must be borne in mind that only through a tedious and somewhat difficult process of following the procedure in reverse through to the point where the payrolls are originally delivered to the Division of Disbursement would any one be in a position to identify any definite group of employees or any specific number of employees with this Agency. In this connection, it is to be borne in mind that a certain amount of dependence must be placed upon the Treasury Department employees who initially receive CIA vouchered payrolls and process them in accordance with approved CIA security measures. The microfilming of the checks would be performed by one of the employees who has heretofore been security checked for clearance in working on the CIA payrolls.

5. It is believed that with the proviso and understanding that the Disbursing Officer take steps to assure that insofar as practicable, CIA checks will be microfilmed in blocks rather than as a complete group to the extent that the microfilm copies pertinent to all CIA employees will not be on one film in a compact group, the possibility of increasing existing security risks will be very slight and that there is no other reasonable or practicable suggestion to be offered in the absence of a showing that there is greater jeopardy to the protection of CIA personnel strength data than now appears to be the case.

6. Final arrangements will be made with the Disbursing Office upon receipt of your comments.

cc: Fiscal ✓

